



TOWN OF ANDOVER

Town Offices
36 Bartlet Street
Andover, MA 01810
(978) 623-8200
www.andoverma.gov

DEPARTMENT OF COMMUNITY DEVELOPMENT AND PLANNING HEALTH DIVISION September 2, 2009

The Andover Health Division, on behalf of the Greater Lawrence Public Health Coalition from time to time requires the assistance of part time, contract health professionals and clerical staff to serve on an as-needed basis. These professionals may be used to assist in completing health inspections, and assist at various health clinics, and may be called upon to fill in during regular staff vacations, assist during public health emergencies, or to supplement already available resources.

Health Inspector

Under the general direction of the Director of Public Health, performs field inspections and investigates complaints in compliance with the State Environmental Code and State Sanitary Code. Minimum qualifications include a demonstrated knowledge of applicable codes, appropriate certifications (Title 5 Soil Evaluator, Certified Food Safety Manager, Lead Determinator) for the contracted duty. Previous experience in the contracted inspections required. Inspectors are paid a flat rate of \$25.00 per inspection.

Public Health Nurse

Under the general direction of the Director of Public Health, performs clinical work in the field of public health. Minimum qualifications include a thorough knowledge of clinical practice, disease prevention and treatment, and a demonstrated ability to communicate with the general public and clients. Must be licensed as a Massachusetts Registered Nurse. Nurses are paid at a rate of \$25.00 per hour.

Clerical Assistance

Under the general direction of the Director of Public Health, performs clerical work. Minimum qualifications include knowledge of standard office procedures and the ability to effectively use a personal computer. Clerical help is paid at a rate of \$21.30 per hour.

There is no guarantee of employment, nor is it implied that a person shall accept offered work. The purpose of this posting is to develop a database of interested persons should a need arise. Persons interested in being considered for this work must file a resume with the following:

Thomas Carbone
Director of Public Health
36 Bartlet Street
Andover, MA 01810
978-623-8295
tcarbone@andoverma.gov

Posted on the Town of Andover Website.